

Utah State Hospital Housekeeping Manual

PURPOSE:

Together as a team at the Utah State Hospital, each person does make a difference and needs to take an active role in its' environment. The guidelines enclosed are standardized for use throughout our facility dealing with cleaning and infection control issues.

GOAL:

The goal of this ready reference is to educate in order to ensure a safe, healthy, pleasant environment is provided for our patients, visitors and staff.

HAZARD COMMUNICATION:

It is recognized that some job-related procedures frequently require the use of chemicals, which have hazardous properties. A written Hazard Communications Program was implemented in each department and work area at Utah State Hospital. Each employee may review this program, found in the front of each Material Safety Data Sheet (MSDS) book, during his or her shift.

MSDS

Consult the MSDS book for specifics concerning the chemicals with which you work. You have the right to know, under OSHA regulations, the health and safety procedures and appropriate precautions. It is the responsibility of each employee to follow MSDS guidelines.

Remember that the MSDS does not give dilution ration for the chemical. This information is found on the chemical lable.

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CLEANING GUIDELINES

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Cleaning takes a team effort. Everyone is responsible to pick up after themselves. Stay alert while using chemicals and equipment. Safety guidelines work for you. Read, understand, know and adhere to warnings, dilution ratio, usage, and safety precautions for all chemicals in your area. Handle, use, dilute and store chemicals correctly. Know where your Material Safety Data Sheets (MSDS) are kept. Make sure all spray bottles are labeled correctly. Replace defaced labels in any form immediately. You may obtain labels either from warehouse or housekeeping. Staff must dilute all concentrated chemicals. Patients use only diluted, ready to use chemicals for cleaning. Patients are never allowed to use acids. Always wear gloves. Use clean rags daily in each area. Wash hands before and after cleaning. Clean from top to bottom, from the least contaminated to the most. Remove loose dirt and debris before washing or mopping. Use wet floor signs. Change cleaning water when obviously dirty and after cleaning each restroom. (Soil uses up the effect of the solution resulting in soil being redistributed, creating conditions worse than before cleaning). Take out trash daily. Tie trash bags at top. Keep closets clean and orderly, put mop buckets and equipment away clean. Do not store soiled mops or/and rags in closets. Vacuum daily. Change bag when 2/3 full. Wipe vacuum down with disinfectant solution daily after use including the cord. Do not vacuum over the cord. Report any unsafe conditions to your environmentalist immediately. Do not use any electrical equipment that is damaged.

COMMON CLEANING MISTAKES

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WET FLOOR MOPPING

1. Over use of chemical
2. Failure to change dirty water
3. Failure to change mop
4. Failure to sweep floor first
5. Mop not wrung out properly
6. Over use of water leaving floors to wet
7. No use of wet floor sign

GENERAL CLEANING

1. Improper Mixture of Disinfectant
2. Not Leaving Chemical on for Length of Dwell Time (At least 10 Minutes)
3. Improper Use of Chemicals

FOR ANY QUESTIONS ABOUT THE FIRST AID, EMERGENCY PHONE NUMBERS, CHEMICAL MAKE UP, REFER TO MSDS NOTE: MSDS DOES NOT GIVE DILUTION RATIO. THIS IS FOUND ON THE CHEMICAL CONTAINER

USE STANDARD PRECAUTIONS AT ALL TIMES DURING CLEANING AND WORKING WITH CHEMICALS, Ie: GLOVES AT ALL TIMES, MASK, GOWN, BOOTIES, ETC. WHEN NECESSARY.

READ ALL DIRECTIONS ON ALL CHEMICALS BEFORE USING.

BLEACH IS NOT ALLOWED TO BE USED FOR DISINFECTING AND CLEANING

NEVER MIX CHEMICALS TOGETHER-MIX ONLY WITH WATER.

Carpets where soda, urine, oil, or other items have been allowed to soak in will never entirely come clean. The spot will rise to the surface (wicking) again and again, even after shampooing (extracting) of the carpets. Please blot up spills, etc., AS SOON AS POSSIBLE.

CLEANING OF BODILY FLUID SPILLS

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IE: BLOOD, VOMIT, URINE, FECES, MUCOUS, SPIT, ETC.

1. Blot with **COLD** Water (hot/warm water set stains) to remove bulk of the spill
2. Mix a solution of enzyme (Liquid bacteria chemical which may be ordered from the warehouse, use label directions) and with a rag blot the area again, picking up as much of the spill as possible.
3. Blot again with plain COLD water.
4. Follow by spraying entire area with properly diluted (see chem. chart) of A-33.
5. Notify Custodial Service of where, when, and what the spill was ASAP.

FOOD AND OTHER SPILLS

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IE: Sugars, Mustard, candy, soda, washable ink, etc.

1. Blot up liquids or scrape up solids. Apply properly diluted (see chem. chart) A-33 (which is a mild detergent as well as a disinfectant).
2. Blot dry
3. Repeat if necessary
4. Call Custodial Service for removal of any stain after the above has been applied.

FOR ANY PAINT, GREASE, GUM, LIPSTICK, CARYON, TAR, ETC. DO NOT DO THE ABOVE, PLEASE CONTACT CUSTODIAL SERVICES ASAP. DO NOT RUB OR SMEAR.

MAJOR SPILLS

IE: SEWER BACK UP, LARGE AMOUNT OF WATER (LIKE FROM BROKEN PIPES, ETC.): TRY TO CONTAIN THE SPILL TO AN AREA, NOTIFY CUSTODIAL SERVICES IMMEDIATELY.

"BETWEEN 12:00AM - 6:00AM WEEKDAYS OR ANYTIME ON WEEKENDS NOTIFY SWITCHBOARD OPERATOR FOR ON CALL MAINTANIENCE".

FOR LARGE CHEMICAL SPILLS REFER TO MSDS SHEET, NOTIFY CUSTODIAL SERVICES IMMEDIATELY. "BETWEEN 12:00AM - 6:00AM WEEKDAYS OR 4:00PM - 7:00AM ON WEEKENDS THE CUSTODAIL DEPARTMENT IS NOT IN OPERATION DURING THESE HOURS. PLEASE NOTIFY SWITCHBOARD IF NECESSARY".

SOILED LINEN

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ALL LINEN IS TO BE BAGGED IN THE PROVIDED LAUNDRY BAGS.
ALL LINEN BAGS ARE TO BE TIGHTLY CLOSED AND PLACED IN PROPER AREA FOR SOILED LINEN.

THE YELLOW CLEAN LINEN ONLY CARTS IS NOT TO BE USED FOR ANYTHING EXCEPT CLEAN LINEN. THEY NEED TO BE EMPTIED ASAP SO LAUNDRY CAN PICK THEM UP TO RE-USE.

ANY BLOOD SATURATED LINEN IS CONSIDERED TO BE BIO-HAZARDOUS AND IS TO BE DISPOSED OF AS INFECTIOUS WASTE.

TRASH

ALL TRASH BAGS ARE TO BE TIED AND PLACED IN PROPER AREAS FOR THE BUILDING.

TRASH BAGS SHOULD NOT BE TOO HEAVY.

TRASH IS TO BE CARRIED TO THE DESTINATION..NOT DRAGGED.

TRASH IS TO BE DISPOSED OF IN PROPER AREA ASAP. IT IS NOT TO BE STORED (PILED UP) IN THE UNIT HALLS.

FOR AREAS THAT ARE EQUIPPED WITH A TRASH COMPACTOR (RAMPTON) USE THE FOLLOWING STEPS:

1. Place trash bag on outside of compactor. It may not pull up all the way but is more effective than putting it in the center and having to reach inside while the compactor is full.
2. Place full trash bags in center of compactor making sure bags are not tied.
3. Pull top of compactor forward
4. Push black lever on top down, you may need to do it twice. If necessary, push emergency stop to release.
5. When trash is compacted, put in second load (if necessary). DO NOT OVERLOAD AS THE COMPACTED TRASH NEEDS TO BE ABLE TO BE LIFTED OVER HEAD HEIGHT.
6. To remove compacted trash, push foot lever on the left, then push silver foot lever. Once tan foot lever is down it will lock and you may need to push down.
7. Pull out trash and DISINFECT the machine inside & out.
8. ALWAYS LOWER THE COMPACTOR FOR SAFETY REASONS

UNIT DORM CLEANING

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WHAT NEEDS TO BE DONE DAILY IN DORMS SCHEDULED TO BE DEEP CLEANED BY HOUSEKEEPING:

1. Strip linen from beds and place in laundry hamper
2. Remove any obstacles on floors (clothes, shoes, books, etc.) & put into proper place.
3. Clear off stands, dressers & sinks

WHAT NEEDS TO BE DONE DAILY IN DORMS THAT ARE SCHEDULE FOR GENERAL CLEANING BY HOUSEKEEPING:

1. Make beds in a.m.
2. Remove any obstacles on floors (clothes, shoes, books, etc.) & put into proper place.
3. Clear off stands, dressers & sinks

WHAT NEEDS TO BE DONE DAILY IN DORMS NOT CLEANED THAT DAY BY HOUSEKEEPING:

1. Make beds in a.m.
2. If beds have been soiled wipe down with A-33 disinfectant solution.
3. Check for and remove any food items
4. Personal items should be arranged neatly
5. Floor should be clear of any obstacles
6. Sinks in dorms should be cleaned with disinfectant
7. Clean mirrors with glass cleaner
8. Sweep & mop or vacuum is applicable
9. The lockers &/or dressers should be cleaned inside with A-33

UNIT IS RESPONSIBLE TO CLEAN MED ROOMS & KITCHENS DAILY

UNIT RESTROOM CLEANING

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WEEKDAYS:

1. Unit preparation for housekeeping to disinfect restrooms
 - a. Remove any towels, clothes, shampoo, soap, etc.
 - b. Restroom should be empty of any items other than shower curtain
 - c. Unit staff to fill all dispensers (toilet tissue, towels, soap)
2. Restrooms should be checked throughout the day, evening, and night for messes (clean/disinfect if found), clogged toilets & sinks. Environmentalist to place work orders when necessary.
3. If a restroom is soiled, DO NOT LOCK DOORS disinfect (using standard precautions & A-33) immediately especially if bodily fluids are present. If toilets are clogged place a work order and call Summer Clark (44240) ASAP. After plumber has fixed the problem DISINFECT THE SOILED AREAS.
4. Housekeeping only services the unit restrooms once daily Monday - Friday on day shift only

WEEKENDS & HOLIDAYS

HOUSEKEEPING DOES NOT SERVICE THE UNITS ON THESE DAYS OR NIGHTS THEREFORE THE UNIT STAFF IS RESPONSIBLE TO DISINFECT RESTROOMS

1. Remove any towels, clothes, shampoo, soap, etc.
2. Restroom should be empty of any items other than shower curtain
3. Fill all dispensers (toilet tissue, towels, soap)
4. Using A-33 wipe down all surfaces.
5. Put A-33 into toilet bowl and swab with a toilet swab
6. Be sure to flush toilet when done.
7. Wipe mirror with glass cleaner
8. Empty trash container and clean with A-33 inside & out
9. Sweep & mop floor with A-33.

EQUIPMENT & SUPPLIES

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Laundry supplies mops & rags to the units

Environmentalists must order the following housekeeping needs from warehouse:

- Brown paper bags for trash cans in all patients use areas
- Dispenser soap containers
- Paper towels
- A-33 chemical
- Live bacteria organism (enzyme) chemical
- Glass Cleaner (pink HYKO)
- Mop handles

Contact custodial services for further information on supplies and equipment at ext: 44720 or 44723

